

# BOARD OF LEGAL DOCUMENT PREPARERS

## Meeting Agenda – Monday, January 23, 2012

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 a.m. – Conference Room 109

General Inquiries Call: (602) 452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

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**For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration § 1-202(C).**

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**CALL TO ORDER .....Les Krambeal, Chair**

**1) REVIEW AND APPROVAL OF MEETING MINUTES.....Les Krambeal, Chair**

*1-A: Review, discussion, and possible action regarding approval of the Regular Session minutes of the meeting of November 28, 2011.*

**2) REVIEW OF PENDING COMPLAINTS.....Division Staff**

*2-A: Review, discussion and possible action regarding the following complaint dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a):*

*Complaint Number 11-L052*

*2-B: Review, discussion and possible action regarding non-certificate holder complaint numbers:*

*NC10-L015 – Cecilia Mejia and CC Title Services*

*NC11-L040 – Gary Norris*

*2-C: Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint number 10-L027 involving Jodi Phelps and City Property Management Company.*

*2-D: Review, discussion and possible action regarding certificate holder complaint numbers:*

*Complaint Number 11-L034 – Donna Vasquez*

*Complaint Number 11-L045 – Calah Thomas*

2-E: *Review, discussion and possible action regarding a possible consent agreement resolution of complaint number 10-L032 involving certificate holders Larry Heywood, Heywood Realty & Investments, Inc., and complaint number 10-L032.*

**3) ADMINISTRATIVE ISSUES .....Division Staff**

3-A: *Election of Vice Chair pursuant to Arizona Code of Judicial Administration § 7-201(I)(3)(b).*

3-B: *Review, discussion and possible action regarding House Bill 2037 and small claims court representation.*

**4) INITIAL CERTIFICATION APPLICATIONS .....Division Staff**

4-A: *Review, discussion and possible action regarding the following pending applications for the 2011-2013 certification period:*

1. *North Star Management Group, Inc. (Mark Lepire)*
2. *Kathleen C. Yarger*
3. *Eric R. Smith*
4. *A to Z Legal Doc Solutions, LLC (Kathleen C. Yarger)*
5. *Sylvia C. Moreno, PC*
6. *Wellth Life, LLC (Carissa Olson)*
7. *Deborah Billingsley*
8. *Rachel Wright*
9. *Monica Valenzuela*
10. *Alejandra Mena*
11. *Jacquelyn K. Chambers*
12. *Mohave County Paralegal, LLC (Elizabeth Moore)*
13. *Susan Fowler*
14. *Jeremy Kahn*
15. *Four Peaks Planning, Inc. (Jeremy Kahn)*
16. *Trenton Seay*
17. *Shannon Kuller*
18. *Elizabeth Miller-Spann*
19. *Elizabeth Clements*
20. *Judith Block*

4-B: *Review of Business Entity Exemption Requests for the 2011-2013 initial certification period:*

1. *North Star Management Group, Inc. (Mark Lepire)*
2. *A to Z Legal Doc Solutions, LLC (Kathleen C. Yarger)*
3. *Sylvia C. Moreno, PC (Sylvia Moreno)*
4. *Mohave County Paralegal, LLC (Elizabeth J. Moore)*

5. *Four Peaks Planning, Inc. (Jeremy Kahn)*

**5) CERTIFICATION AND ELIGIBILITY .....Division Staff**

- 5-A: *Review, discussion and possible action regarding previously denied renewal of certification for Thomas Brown.*
- 5-B: *Interview with and possible action regarding applicant Veronica Rolley.*
- 5-C: *Interview with and possible action regarding applicant Gerald Zukerman.*
- 5-D: *Review, discussion and possible action regarding Hearing Officer Jonathan Schwartz's Recommendation Report involving the denial of the initial certification application submitted by Jimmie E. Cannon.*
- 5-E: *Review, discussion and possible action regarding applications for reinstatement after suspension submitted by Darren Ortiz and business entity Legal Awareness Arizona, LLC.*

**CALL TO THE PUBLIC..... Les Krambeal, Chair**

**ADJOURN..... Les Krambeal, Chair**